**PLANNING AND DEVELOPMENT**

# COMMERCIAL SITE PLAN REVIEW CHECKLIST

I. GENERAL INFORMATION
____ 1. Name of project
____ 2. Boundary survey shown with seat and signature of Registered Land Surveyor or reference to recorded plat
____ 3. North arrow
____ 4. Acreage of property
____ 5. Acreage of area being disturbed
____ 6. Location map showing C/L of adjacent roads & distance to nearest intersection
____ 7. Adjacent property and owners shown
____ 8. Current Zoning shown
____ 9. Min. bldg. lines and all setbacks (side & rear) shown
____ 10. Owners name and address shown including both street and mailing address
____ 11. PE seal and signature on each page
____ 12. Plans no larger than 24" x 36"
____ 13. Location, datum and elevation of on-site BM shown
____ 14. Site plan showing prop. and ex. contours at 2' intervals
____ 15. All existing and proposed easements shown
____ 16. Reference County Standard Drawing Numbers for pipes or structures either being dedicated to Columbia County or being constructed with County R/W
____ 17. Tax Map Number and Parcel Number for the project

II. STORM WATER
____ 18. Hydraulics & Hydrology report & plan for storm water management facility with clearly labeled data showing:

a. summary sheet showing pre- and post development runoff for the 2, 5, 25, 50 and 100 yr. storms
b. tabular hydro graphs for 2 through 100 yr. storms for greater than 3 acres
c. stage, storage capy. and discharge rates for faciity with minimum of 30 minn. detention time or routed design
d. detantion of volume difference between pre- and post development rate of runoff
e. release not exceeding pre-development rate
f. size and location of facility
g. detail of release device including buoyancy computations
h. spillway designed for 100 yr. storm
i. off- and on-site drainage areas showing acreage and flows in cfs from each basin
j. drainage structures on adjacent property showing invert elevations and also indicating direction of flow with arrows

____ 19. Length, grade, size, and type of pipe shown
____ 20. Inverts for all pipes and traps shown
____ 21. All pipes and structures within the R?W or to be dedicated to the County meet County S/D requirements
____ 22. Heavy outline of the 100 yr. flood plain shown
____ 23. Location of all wetlands shown

III. DRIVEWAYS
____ 24. Existing width of R/W shown
____ 25. Existing width of pavement shown
____ 26. 150' x 14' (bc to er) decel lane with 50' taper shown on existing county rds. (length of decel lane may vary with vehicle stacking totals)
____ 27. 50' accel taper shown from end of rad on ex county rds
____ 28. Cross-section of existing road shown including decel lane with dimension of 14; from existing edge of pavement to proposed back of curb
____ 29. No curb shown on tapers
____ 30. Angle shown between C/L of D/W and intersection with C/L of existing road equals 90 degrees
____ 31. Min. driveway width at the R/W & radii shown

A. Light commercial r=30; w=30' b/b
B. Industrial r=35' w=30' b/b
C. One-Way D/W r=25' w=16' b/b

*radii may be increased or decreased in size where vehicle stacking warrants

____ 32. Access plan & permit submitted for DOT R/W
____ 33. Minimum width of 2 way internal driveway 20'

IV. PARKING
____ 34. All parking areas shown paved (gravel may be acceptable for rear storage areas)
____ 35. Handicapped parking areas shown including required signs & ramps
____ 36. Parking space size:

a. regular space 9'x18'
b. handicap car space 13'x20'
c. handicap van space 16'x20'

____ 37. Parking space and aisle width meet mimimums shown on Std. Dwg. 1.04a
____ 38. Parking space comps submitted IAW Code sec 2-16-62

V. MISCELLANEOUS
____ 39. Location of gas pumps & canopies shown
____ 40. Location of underground storage tanks shown
____ 41. Underground Storage Tanks shown behind the min. bldg. line
____ 42. Copy of State Fire Marshall's approval for underground storage tanks submitted
____ 43. 6' high min. privacy fence shown next to residen. areas
____ 44. Location of all on-site, free-standing signs shown with detail of sign indicating size and type of illumination

VI. LANDSCAPING & BUFFERS
____ 45. All trees 24" or greater in diameter are shown or a note shown that there are no applicable trees
____ 46. Buffer area shown where project abuts dissimilar zoning
____ 47. No structures other than required by law in buffer
____ 48. Width of buffer

Side lot line 2 minimum setback distance
Rear lot line Minimum setback distance

____ 49. Buffers meet all requirements of Sec 2-16-68
____ 50. 10' landscaped strip located between parking and lot frontage
____ 51. 10' landscaped strip located between loading areas and lot/frontage
____ 52. Landscaping requirements

a. One deciduous shade tree per 20 parking spaces
b. One add'l fir or deciduous tree provided for every 40' of lot frontage
c. Landscaping island located at the end of each parking bay min. 8' wide
d. Tree planting areas min. 8' wide with 100sf planting area per tree
e. No tree located less than 2.5' from curb
f. In parking lots without curb, curb stops shown clear of planting area

VII. NOTES TO BE SHOWN
____ 53. No part of signs located within 5' of the R/W
____ 54. All construction in R/W to conform to Columbia County
____ 55. Silt barriers must be in place immediately following clearing, regardless of plan requirement or lot size. No grading may be done until silt barrier installation is complete. Contractor must call for an snspection of Soil Erosion Control measures prior to beginning grading activity. ____ 56. All easements to be grassed and/or rip-rapped as required to control erosion
____ 57. With county R/W:

Top 6" of sub-base must be thoroughly mixed in place and compacted to 95% MDD, Mod Proctor Base material is compactred graded aggregate conforming to GDOT Spec Sec 815
Compact base material to 95% MDD, Mod Proctor
Sub-base must be GDOT Spec Sec 810 Class 1A material. Higher classes of soil may not be used for sub-bases.
When sub-base does not meet Class 1a then acceptable sub-base stabilization methods are:

1. Lime stabilization
2. Portland Cement
3. Aggregate
4. Type B asphalt base material

Method to be used and specific design must be approved by the County Engineer
Base and paving material are 6" graded aggregate base and 2" asphalt or must match the design of the adjoining roadbed; whichever is the greater.
Certification of base material must be submitted prior to dumping base.

____ 58. No Certificate of Occupancy will be released until all site improvements, as approved by the County Engineer, are completed
____ 59. The contractor will adhere to the wieight limits prescribed on county maintained roads for hauling equipment and/or materials to and from this site. The contractor will be held responsible for any damages to the streets and/or utilities due to non-compliance of weight limit regulations
____ 60. all underground storage tanks must be permitted by the State Fire Marshall's Office and approved for installation
____ 61. Submit letter of approval from Columbia county Health Department for septic tank location and design
____ 62. All landscaping shall meet the requirements set forth in section 2-16-69 of the Columbia County Code of Ordinance. **No** Certificate of Occupancy will be issued until all Landscaping requirements of the Approved site plan have been implemented.
____ 63. Developers and/or Contractors are responsible to remove or clean out any silt, dirt, mud or any other type of debris that comes off their site and finds its way into a private pond or a County owned pond. They are responsible to remove any of the above mentioned items that come off their site onto private or County owned properties to include rights of way
VII. Site investigation
____ 64. Site visit completed by inspector._____